

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF DIRECTORS MEETING  
MAY 9, 2011**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswith, Dennis Doyle, Anna Eddy, Pauline Kruk, Iris Larsson, LeeAnn Manke, Eric Rothauser, Neil Ryan, Diane Stamm, Trudie Walker

**BOARD MEMBERS ABSENT**

Judy Igielski, Alan Nafis, Maureen O'Connor Lyons, Tony Palermino

**STAFF**

Donna Miller, Library Director  
Lisa Masten, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISON**

David Nagel

**TOWN COUNCIL LIAISON ABSENT**

Kris Nasinnyk

**BOARD OF EDUCATION LIAISON ABSENT**

Sharon Braverman

**FRIENDS**

Brian Wood

**CALL TO ORDER**

The meeting was called to order by Eric Rothauser at 7:00 PM.

**I. ROLL CALL**

**II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES**

Eric reported for Judy who was not in attendance and stated a sympathy card was sent to John Salomone. Lisa indicated that a thank you note was received from John Salomone for the donation made in his father's memory. Iris passed around a card for Maureen for the Board to sign.

**MOTION: Anna Eddy made a motion to accept the minutes of the regular monthly meeting of April 11, 2011, LeeAnn Manke seconded the motion, and the motion to accept the minutes of the regular monthly meeting of April 11, 2011 was unanimously approved with a 9-0 vote.**

**III. PUBLIC PARTICIPATION**

David Nagel commented that most people are happy with the Town's budget. Comments were made that there was a sigh of relief not to lose staff or Sunday hours.

#### **IV. TREASURER'S REPORT**

Iris reported that she is collecting money from the Board for the Staff Appreciation Dinner. At the present time there is approximately \$11,000 in the Sovereign Bank account; \$6,000 from the 5K Race. She has written some checks for the 5K Race including payment for t-shirts and postage. There is approximately \$100,000 in the two Everbank accounts.

#### **V. LIBRARY DIRECTOR'S REPORT**

Donna reported that she can't believe she has been here for one month and one week. She has been spending this time as a "getting to know you month" by meeting with staff, Town staff, Library patrons, spending time in each Library Department, Lisa brought Donna around the Town Hall, she attended Jamie Trevethan's (Town Manager's Executive Assistant) baby shower, she attended John Salomone's father's calling hours and funeral, she was at the Friends Book Sale and was very impressed how hard everyone worked at this book sale. Donna and Lisa also walked the Library's property. Donna has emailed Mark Ripley from Parks and Recreation regarding spring cleanup and trash around the property. Additionally, staff is working on spring cleanup inside the building. Donna also went into the Library's basement and attic. The attic stairs were replaced at the end of April. Various roof leaks are being fixed; and the parking lot construction has begun. Donna commented, as per David Nagel's remarks, that the budget has been passed and the Library will keep Saturday and Sunday hours, and cut \$2,000 from postage and \$5,000 from materials. The HVAC project has been completed. Interviews were held today for the circulation and collection open position.

April 10 – 16 was National Library Week and the theme was "Libraries: the Heart of Every Community." On Wednesday, April 13<sup>th</sup> the Library had Snapshot Day; pictures were taken throughout the day and these pictures will be sent to the State Library for display; 90 Connecticut libraries participated in Snapshot Day.

In the State Library budget, State Aid was reduced to public libraries, so our library will only receive \$1,200 in aid this year, as compared to \$2,800 last year. Our CCARD reimbursement for items loaned to out of town cardholders will be about 20% less than last year.

A volunteer appreciation breakfast was held on April 15<sup>th</sup> for 70 of the Library's volunteers and staff.

Donna asked the IT Department to place a link of a Newington Town Map on the Library's website. She stated she had this in Avon and it was found to be very useful. Donna also met with the Town's Director of IT who has a complete inventory of all equipment for all Town Departments; she asked that a copy of the Library's inventory be made available to the Library.

Iris drove Donna all around Town and showed her various points of interests, schools, neighborhoods, and was able to give Donna a feeling for the Town of Newington. Donna thanked Iris for doing this.

#### **VI. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Lisa reported that Sunday, May 15<sup>th</sup> will be the last Sunday opening until November. The parking lot construction has begun; two trees had to be cut down; and the project should be completed within the week. The new 55 inch television and new cabinet has been installed in the Community Room. The IT Department is working on a wireless connection from laptops to the screen.

## VII. FRIENDS OF THE LIBRARY

Brian Wood reported that preliminary numbers from the Book Sale show an income of \$18,000 for the three day period. He thanked everyone who assisted throughout the weekend. On June 1<sup>st</sup> the Friends will hold their Annual Meeting and Jan Mann, author of *Cruising Connecticut with a Picnic Basket* will be the featured speaker. The Friends will be marching in the Town's Memorial Day Parade and will feature the summer reading program. The Friends 50<sup>th</sup> Anniversary gala is scheduled for June 18<sup>th</sup> and will be held at the Sphinx Shrine Center; there is a form for tickets to this event in the Board's packets. The Friends are sponsoring a bus trip to Newport on July 23<sup>rd</sup> at a cost of \$25.

## VIII. COMMITTEE REPORTS

### A. PEP (Planning, Evaluation, Policy)

Trudie reported that the Republican Town Committee will be meeting on May 18<sup>th</sup> and will discuss a name to appoint to the Library Board. Trudie hopes to have this information to share with the Board at the June meeting.

### B. Investment Committee

Neil reported that the Investment Committee has scheduled a meeting with Carol Pekrul for June 8<sup>th</sup> at 6:30 PM.

### C. House Committee

Diane reported that the Committee has been very busy working on their various projects and researching the costs of these projects, and she thanked everyone for all of their hard work. Diane stated that she has come up with a cost of \$10,000 to \$15,000 for the wood composite shutters; this does not include installation. There was previous discussion on having the Town install these new shutters. Other projects and possible costs are: fencing around sundial \$600 to \$800; lighting \$300 to \$600; bike rack \$1,600 to \$1,800. These projects need to be ranked as far as importance. There was discussion on an interim solution of moving the better looking shutters from the back of the building to the front. LeeAnn suggested that Eagle Scouts are always looking for projects and installing the shutters might be something that they could do. There may be some liability issues with that. Diane suggested that the Board walk around the building prior to the June Board meeting to look at the shutters; the Board will meet at 6:30 PM on June 13<sup>th</sup> to look at the shutters. Eric asked to have more prices researched for the cost of the bike rack. **MOTION: Anna Eddy made a motion to allocate \$2,000 to take care of the fencing around the sun dial, and the lighting projects, Dennis Doyle seconded the motion, all were in favor, and the motion was unanimously approved with a 10-0 vote.**

### D. Facility and Site

Maureen was not in attendance. Donna had mentioned in her report about contacting Parks and Grounds to do some spring cleaning around the exterior of the Library.

E. Fund Development

LeeAnn stated she had no report. Anna asked if information regarding the Legacy Fund is placed in the Friends newsletter; it was not in the latest newsletter.

F. Budget

Alan was not in attendance. As stated earlier, the budget was approved and there was no loss of staff or Sunday hours; the only cuts made were \$2,000 in postage and \$5,000 in materials.

**IX. OLD BUSINESS**

A. Library Road Race

The Race Committee met this evening. The 5K Race is Sunday, May 15<sup>th</sup>. This is the 15<sup>th</sup> year for the 5K Race. The Friends will provide water. Anna was able to acquire 19 prizes, and two new sponsors: Connecticut Insurance Exchange (Ron Tregoning) and Turnpike Motors (Doug Fernandez). Lisa reported that the highest number of on-line registrations took place; and at the present time there are over 160 who have pre-registered. Anna will pick up the bananas and bagels. Everyone is asked to come and help at 7:30 AM on Sunday and will be assigned various tasks.

B. Staff Appreciation Event

Anna reported that the caterer, facility, and entertainment are all set for this event scheduled for Friday, May 13<sup>th</sup> at The Webb Barn. Stonehedge will be setting up plants for decoration that evening. Anna will purchase the wine. At this time 45 people have RSVPed; 33 out of 53 staff members-10 pages will not be attending. The Board discussed spouses attending this event and it was decided that only the Board members should attend to give them the opportunity to mingle with staff members.

**X. NEW BUSINESS**

Eric indicated that the Board has nomination forms and committee assignment forms in their packets. He stated that he has served as president for the past two years and will not seek reelection. He asked the Board to complete the forms and return them before the June Board meeting.

**XI. PUBLIC PARTICIPATION**

There was no Public Participation.

**XII. ADJOURNMENT**

**MOTION: Diane Stamm made a motion to adjourn, Anna Eddy seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with a 10-0 vote at 8:12 PM.**